



STAFF REPORT/RESOLUTION

TO: Southwest Washington Regional Transportation Council Board of Directors
FROM: Matt Ransom, Executive Director
DATE: November 24, 2015
SUBJECT: YR 2016 Work Program and Budget, Resolution 12-15-20

AT A GLANCE - ACTION

The purpose of this resolution is to seek RTC Board adoption of the YR 2016 Work Program and Budget.

BACKGROUND

The proposed YR 2016 (*January 1 to December 31*) Work Program and Budget for the Southwest Washington Regional Transportation Council are prepared annually as planning tools for implementation of the agency's work. The 2016 Work Program outlines how RTC will be engaged in the major regional transportation planning and grant funding efforts in 2016 as well as engaged with members on issues of emphasis to advance implementation of the Regional Transportation Plan (2014). The Budget is a planning tool to guide the agency's expenditures.

YR 2015 IN REVIEW

Calendar year 2015 was a productive year, and RTC's program remains compliant with current regulations enabling the flow of state and federal grant funds to the RTC region. RTC used resources wisely, ending the year expending about 8% less than planned. A synthesis of work completed by RTC is found in the [2015 Annual Report](#).

YR 2016 WORK PROGRAM

RTC's 2016 Work Program is based on the program activities described in the approved [FY 2016 Unified Planning Work Program](#) (UPWP) (*adopted by: BR 05-15-09*).

RTC's UPWP focuses on the continuing and comprehensive regional planning and collaborative decision making process and general MPO administration (*outlined in detail in the FY 2016 UPWP*). The UPWP work program produces the bulk of the agency's products and services to members. The UPWP work program relies on accurate data, research, analysis, and special program management, each supports the RTC region's plan to address pressing current and future regional transportation demands.

In addition to the core work program of the UPWP, staff has identified work efforts that will receive additional emphasis during YR 2016. The intent of the Emphasis Area designation is to provide focus on a specific topic, due to either a current mandate, external influences, and/or in response to contemporary and relevant regional issues discussion.

YR 2016 EMPHASIS AREAS

In YR 2016, the RTC will emphasize several major initiatives to address current mandates, strategic opportunities, and maintain federal program compliance. RTC will also seek to continue growth of existing, and building of new partnerships, which advance long-term regional transportation planning.

Emphasis Areas for YR 2016 include: Regional Project Funding; 2035 Regional Transportation Plan Implementation; Major Studies; Regional Freight / Commerce Planning; Map-21 Performance Measures; Partnership Building; and Administrative.

These emphasis areas will provide an opportunity for focused attention on topics needed to inform future transportation system investments across the three-county RTC region. Further, continued collaboration with Metro (OR) on issues of bi-state significance will be a point of emphasis for YR 2016.

YR 2016 BUDGET

RTC prepares a calendar year (CY) budget for financial planning purposes. The RTC's CY budget is set to support staffing and services which enable progress on the Work Program's UPWP and Emphasis Areas components.

Revenues, which support RTC operations, include sources such as: federal and state grants, member agency assessments, and enterprise fees. Expenses for RTC are primarily related to: staffing, specialty consulting services, and general operations activities (ex. rent, support services, equipment, staff development, etc.).

For CY 2016, available revenues are balanced to projected expenses and will fully support RTC operations at current staffing levels and implementation of the 2016 Work Program. The 2016 Budget leaves unchanged the contribution of Member Dues assessments, which total \$104,500. State and Federal grants from Washington State DOT (WSDOT), Federal Highway Administration (FHWA), and Federal Transit Administration (FTA) are expected to be stable, near the 2015 levels.

The Budget reflects RTC policies and procedures and program cost structures (which are mirrored to Clark County policy, or purchased directly from Clark County in the case of benefits programs and financial and support functions), including the 2016 adjustments to the RTC's medical and benefit plans; adjustments in the employee compensation program; and the indirect cost allocation plans for indirect services purchased from Clark County. The budget also reflects a change in RTC's capitalization level from \$1,000 to \$5,000, bringing RTC in line with the Federal and Clark County's thresholds of \$5,000.

POLICY IMPLICATION

The 2016 Work Program incorporates the adopted UPWP and adds additional activities described as *Emphasis* work areas. The 2016 Work Program is designed to make incremental

progress in implementing the policies and funding projects of the adopted Regional Transportation Plan (2014). Policy recommendations which are developed in conjunction with the 2016 Work Program may be presented to the Board for final policy consideration and adoption (if needed).

Approval of the 2016 Budget also implements a revised capitalization schedule for RTC assets, changing the capitalization level from \$1,000 to \$5,000, bringing RTC in line with Federal and Clark County’s thresholds of \$5,000.

BUDGET IMPLICATION

The Budget for planned expenditures totaling \$1,792,300 will be established for the period of January 1 to December 31, 2016. Available revenues and pending grants will fully fund RTC operations as planned.

ACTION REQUESTED

Adoption of Resolution 12-15-20, 2016 RTC Work Program and Budget.

ADOPTED this _____ day of _____ 2015,

by the Southwest Washington Regional Transportation Council.

SOUTHWEST WASHINGTON
REGIONAL TRANSPORTATION COUNCIL

ATTEST:

Melissa Smith
Chair of the Board

Matt Ransom
Executive Director

Attachment

Work Program and Budget

Year 2016

Southwest Washington Regional Transportation Council



RTC YR 2016 Work Program & Budget

RTC member agencies are faced with significant need to invest and maintain regional transportation infrastructure to serve expansion of the economy and sustain the region's high quality of life. Approval of a comprehensive transportation funding program at both the state (*completed July 2015*) and federal levels (*expected by 1st quarter 2016*) provide the region with a strong funding basis to continue to make strategic regional investments. However, prioritization of investments in a manner which benefits the region's residents and businesses will remain a priority for those programs which the RTC manages and supports through planning, data, research and collaboration. Faced with finite project investment capacity across the entire region, RTC's regional planning process will need to assist member agencies to focus on smart investments and innovations in priority corridors to meet the multi-modal demands on the regional transportation systems.

Trend forecasting indicates a continued growth in population and an increasing diversification of our region in terms of age demographics, incomes, and transportation mode choice. These trends will drive a need for continued evolution in policy and strategy to provide for a modern and diverse regional transportation network which underlies and supports a planned for vibrant regional economy. The Work Program of the RTC anticipates many of these demands, and ongoing work and collaboration with member agencies will positively position the region for accommodating growth and implementing smart solutions.

YR 2016 Core Work Program

RTC's 2016 Work Program is based on the program activities described in the approved FY 2016 Unified Planning Work Program (UPWP) (*adopted by: BR 05-15-09*).

UPWP web hyper-link:

<http://www.rtc.wa.gov/programs/upwp/docs/UPWP2016-20150505-Adopted.pdf>

RTC's UPWP focuses on the continuing and comprehensive regional planning and collaborative decision making process and general MPO administration (*outlined in detail in the FY 2016 UPWP*). The UPWP work program produces the bulk of the agency's products and services to members. The UPWP work program is informed by accurate data, research, analysis, and special program management, each of which is used to identify needs and strategies that address the RTC region's pressing current and future regional transportation demands.

Year 2016 Emphasis Areas

The 2016 Work Program - Emphasis Areas, are generally topics that are current and need to be addressed in 2016. The intent of the Emphasis Area designation is to provide focus on a specific topic, due to either a current mandate, external influences, and/or in response to contemporary and relevant regional issues discussion.

YR 2016 EMPHASIS AREAS

In YR 2016, the RTC will emphasize several major initiatives as an outgrowth to ongoing work towards implementation of the Regional Transportation Plan (2014), current mandates, strategic opportunities, and federal program compliance. In addition, the work program will seek to continue growth of existing and building of new partnerships which advance long-term regional transportation planning. These emphasis areas will provide an opportunity for focused attention on research, data collection, policy analysis, and partnerships which are needed to inform future transportation system investments across the three-county RTC region. Further, continued collaboration with RTC's peer MPO (Metro) on issues of bi-state significance will be a point of emphasis for YR 2016.

Emphasis Areas for YR 2016 include: Regional Project Funding; 2035 Regional Transportation Plan Implementation; Major Studies; Regional Freight / Commerce Planning; Map-21 Performance Measures; Partnership Building; and Administrative. A summary description of specific activities within each of these Emphasis Areas is summarized in the descriptions and related outline which follow:

1. Regional Project Funding

RTC staff will undertake a complete review of the policy and scoring criteria for the regional flexible funding grant programs (STP/CMAQ/TAP). Working with RTAC, and then the Board, staff will develop recommendations for the next call-for-project. Documentation of the grant programs policies and procedures will be summarized in a revised TIP Programming Guidebook. Finally, staff will work with partner agencies in a biennial review of the region's Human Services Transportation Plan grant priorities and make recommendations for new grant proposals and priorities as needed.

2. 2035 Regional Transportation Plan Implementation

RTC staff will consult with local governments in Clark County regarding the ongoing development of the 2016 Growth Management Plan update. RTC will provide traffic forecasts, growth modeling, and GMA compliance certification reviews in compliance with state law. In addition to consultation support, RTC staff will work with RTAC and the Board in development of RTC's GMA Transportation Element Certification procedures. Upon adoption of the County GMA Plan, the RTC Board will review the GMA Plan Transportation Element in relation to the approved certification policy and procedures and make recommendations as appropriate. In support of the ongoing dialogue regarding Interstate corridor traffic conditions and bridge conditions along I-5, RTC staff will prepare necessary briefings related to I-5 bridge conditions and traffic performance.

3. Major Studies

RTC and partner agencies will advance a phase I review of the technical and policy options regarding peak-hour shoulder running transit bus operations along the region's interstate and state route corridors. This work will culminate in findings and recommendations in regards to the viability of this transit strategy within the bi-state region.

4. Regional Freight / Commerce Planning and Data Collection

RTC will continue studying and collecting data of the freight and commerce flows within the RTC region. Data collected during 2015 will be reported in a regional freight flow snapshot. Follow-up study of hot-spots and emphasis areas may be identified within the 3-county region for further action. RTC will continue to collaborate with stakeholders and interests groups working on freight commerce strategies and infrastructure investments to ensure that this region's freight system operates at a high performance level.

5. MAP-21 Implementation

Dependent upon the Federal rule making schedules, RTC may be required to engage regional partners in the establishment of performance measures, targets, data collection, and reporting systems for key policy goals of MAP-21. The policy goals will relate to: Safety, Pavement and Bridge Performance, Asset Management, System Performance (congestion), Transit Performance, and MPO Administration. Specific policy review and target setting will occur steadily over the next 2-year cycle in order to bring RTC Plans and systems in compliance with MAP-21.

6. Partnership Building

Building partnerships and linkages among like or affiliated agencies and groups is an important tool in facilitating collaborative regional planning and investment decision-making. RTC staff will continue to commit considerable effort to building information sharing, research, and targeted project partnerships and alliances in order to facilitate maximum return on investment of the regional, state, and locally funded transportation investments. Several partnership opportunities are on the horizon related to topic specific interest groups (freight, bicycle/pedestrian, transit), and RTC will continue to nurture and build upon existing partnerships with Oregon's Metro through the existing Bi-State Coordination Committee structure, as well as partnerships with affiliate agencies within the Columbia River Gorge region. As opportunities arise in the near term for joint study or research efforts, the RTC will explore those for mutual benefit.

7. Administrative

Numerous plans and policy documents are in need of review (and update if appropriate) in advance of the FHWA/FTA Transportation Planning Certification Review which is planned for fall 2016. Among the policy/plans to be developed is an RTC policy related to tribal consultation. In addition to policy/plan development, RTC staff will present the findings of the Board's Member Dues Subcommittee and have this work completed and recommendations for action by the April Board meeting. Finally, review of administrative policies and procedures will be ongoing throughout the year to ensure efficient operations of the agency.

An Outline summary of the Emphasis Areas and related activities follows:

RTC YR 2016 Work Program

EMPHASIS AREAS

1. Regional Project Funding

- a. STP/CMAQ Grant Program Policy and Scoring Assessment
- b. Completion of TIP Programming Guidebook
- c. Human Services Transportation Plan – Consolidated Grant Evaluations

2. 2035 Regional Transportation Plan Implementation

- a. Comprehensive Plan (GMA) Coordination and Certification Review
- b. Complete & Safe Streets Policy Review & Recommendations
- c. Regional Traffic Model Updates to YR 2015 Baseline and 2035 and 2040 Futures
- d. Interstate Corridors:
 - i. Bridge Seismic Conditions update to Board
 - ii. Corridor Operations planning

3. Major Studies

- a. Bus on Shoulder Study – Phase I Evaluation

4. Regional Freight / Commerce Planning

- a. Regional Freight Data Snapshot
- b. Priority Project Identification / Review
- c. Partner Outreach and Engagement
 - i. Coordination with SW Freight and Commerce Task Force
 - ii. Coordination with Metro Freight Committee

5. MAP-21 Performance Measures

- a. Monitoring and Comments to Federal Rule Making Process
- b. Multi-jurisdictional Committee for Target Setting and Performance Monitoring
 - i. Coordination with Metro Performance Measures Committee
- c. Performance Target Setting
 - i. Safety (*and other performance categories as federal rulemaking is finalized*)

6. Partnership Building

- a. Bi-State Coordination Committee(s) Support & Outreach
- b. Partner Outreach and Engagement (ex. CREDC, ICC, etc.)
- c. Enterprise Activity Support for RTC members and private vendors
- d. RTC Hosted Educational Forums for members and peer professionals

7. Administrative

- a. Federal MPO Program Certification
- b. Update to Public Participation Plan
- c. Update to Title VI Plan
- d. Tribal Consultation Policy
- e. Member Dues Evaluation / Recommendation
- f. Miscellaneous Administrative Policies (*as needed for RTC operations*)

2016 BUDGET

RTC prepares a calendar year (CY) budget for financial planning purposes. It is used as a planning tool, and if adjustments to the Budget are needed during the year, they will be presented to the Board for consideration. The RTC's CY Budget outlines the anticipated revenues and expenses for the calendar year (2016). The CY Budget is consistent with the FY UPWP budget and supplemented to support Emphasis Areas and emergent activities.

RTC's CY 2016 Budget supports staffing and services which enable progress on the Work Program's UPWP and Emphasis Areas components. Revenues, which fund RTC operations, include sources such as: federal and state grants, member agency assessments and enterprise fees. Expenses for RTC are primarily related to: staffing, specialty consulting services, and miscellaneous operations activities (ex. rent, support services, equipment, staff development, etc.).

Implementation of the YR 2016 Work Program with staffing, specialty consulting services and operations support is budgeted to cost: \$1,792,300.

Budget Summary

- Federal and State grants to RTC are projected to remain relatively stable in CY 2016.
- Resources available or forecast to be available for CY 2016 will fully fund RTC operations. (Resources include: Federal and State grant revenues combined with dues and enterprise fees)
- Member Dues of \$104,500 remains unchanged for CY 2016. A complete review of dues is ongoing, and recommendations to the Board are expected during 1st quarter 2016.
- The 2016 Budget retains current staffing levels.
- Cost structures related to personnel compensation and benefits are consistent with established schedules and maintained by Clark County (RTC's payroll and benefit provider).
- Indirect service contract expenses are consistent with the provider's (*Clark County*) cost structures and policy (RTC's accounting, treasury, IT and human resources support provider).
- The capitalization level for RTC assets is changed from \$1,000 to \$5,000, which is consistent with federal and Clark County's thresholds of \$5,000.
- Implementation of the YR 2016 Work Program with staffing, specialty consulting services and operations support is budgeted to cost: \$1,792,300.

**Regional Transportation Council
Budget for 2016**

<u>REVENUES</u>	<u>2016 Budget</u>
Unified Planning Work Program	\$1,145,000
FHWA	548,000
FTA	175,000
STP	250,000
RTPO	172,000
Vancouver Area Smart Trek (STP)	204,000
Other Local	241,800
Congestion Management Process (STP)	92,000
Other Miscellaneous Projects	5,000
Local MPO Dues	104,500
TOTAL REVENUES	<u>\$1,792,300</u>

<u>EXPENSES</u>	<u>2015 Budget</u>	<u>2016 Budget</u>
Salaries	\$858,000	\$896,600
Benefits	429,000	448,300
Professional Services	274,400	287,400
Consultant	174,000	180,000
Information Services	8,000	8,000
Modeling Services	15,000	30,000
Accounting/HR Services	27,900	27,900
State Audit	9,500	11,500
Legal Services	30,000	20,000
Other Professional Services	10,000	10,000
Rent	69,000	69,000
Office	62,000	62,000
Copy Machine/Other	7,000	7,000
Supplies and Equipment	37,500	35,000
Office and Computer Supplies	12,000	12,000
Software/Licenses	10,000	10,000
Computer and Office Equipment	15,500	13,000
Travel, Training and Staff Development	34,000	28,500
Travel	12,500	13,500
Registration/Tuition	15,500	10,000
Dues/Memberships	6,000	5,000
Communications	18,000	18,000
Telephone/FAX/Postage	4,000	4,000
Other Communication (CVTV)	14,000	14,000
Other Expenses	6,100	9,500
Advertising	2,000	2,000
Insurance	1,600	5,000
Miscellaneous	2,500	2,500
TOTAL EXPENSES	<u>\$1,726,000</u>	<u>\$1,792,300</u>